



VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM U.S. Mission, Canada

Consular Section (Toronto) *UNPAID INTERNSHIP* Three positions

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science or Public Administration as well as related disciplines.

Posting Date: May 24, 2012 Application Closing date: June 7, 2012

Duration: September 4 to December 21, 2012

**American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.*

The U.S. Consulate General Toronto is offering an internship for three students for the Fall 2012 semester in the Consular Section. These are unpaid internships; as such, the Interns will not be considered employees of the U.S. Government nor be entitled to payment for t service.

Duties of the Position: The intern will:

- Learn consular (citizen services/visa) regulations and processing steps;
- Assist more senior staff with data entry, scanning, printing and quality control;
- Screen applicants for citizen services and visas;
- May conduct research on issues of interest to the U.S. government in Ontario including: Canadian citizenship and immigration matters; matters affecting Americans residing or visiting Ontario; trends in foreigners seeking to visit, study, work or invest in the U.S.;
- Monitor Consular Section website for correctness and currency of content and, with guidance, update as needed;
- Support public outreach and information activities on Consular matters; and
- Assist Consular staff as needed.

Qualifications Required:

Experience: Demonstrated potential to accomplish the type of work to be performed.

Language: Level IV (fluent) speaking/writing/reading English is required.

Knowledge: Knowledge of Microsoft Word and Excel.

Skills/Abilities: Excellent computer skills for conducting research on the internet, ability to produce excellent results while meeting deadlines; ability to coordinator activities in a busy office with other Consular staff; and be flexible and take an interest in learning.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Applicants are expected to commit to an internship of at least ten (10) weeks in length, with a minimum of 24 hours per week. Full time, 40 hours per week, is preferable. Work schedules are at the discretion of the Supervisor.

To Apply:

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Recommendation from the educational institute to participate in the Intern program; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1

By Fax: 613-688-3055

By Email: ottawahr@state.gov

*Application documents can be found online at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.

The U.S. Mission Canada is an equal opportunity employer.